

## **ANNOUNCEMENT NUMBER: 012-010**

**OPEN TO:** All Interested Candidates

**POSITION:** Protocol Assistant, FSN-9; FP-5\*

**OPENING DATE:** March 15, 2012

**CLOSING DATE:** March 23, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$ 50,043 p.a. (Starting salary)  
(Position Grade: FP-5 to be confirmed by Washington)

\*Ordinarily Resident: US\$ 43,586 p.a. (Starting salary)  
(Position Grade: FSN-9)

**LENGTH OF HIRE:** Permanent Position

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Luanda is seeking an individual for the position of Protocol Assistant for the Executive Office in Luanda.

### **BASIC FUNCTION OF POSITION**

Job holder serves as Protocol adviser to the Front Office and is responsible for overseeing all protocol functions at the Mission. Job holder serves as the protocol liaison between the Executive Office and the Government of Angola, keeping current on all changes in high level GRA positions, recommending and scheduling appointments for calls and representational events that support U.S. Government interests in Angola. Job holder's contacts include officials at the highest levels of the Government of Angola, political party leaders and prominent business leaders. Job holder is responsible for managing and maintaining a database of important contacts that is used by all Mission offices. The incumbent designs, organizes and manages all high level events involving the Executive office, as well as all events involving VIP visitors. Job holder has secondary responsibility as translator and translates high level diplomatic correspondence between the Embassy and the Government of Angola and provides guidance on translations for other Mission offices and agencies. Incumbent may be also called upon for official verbal translations in meetings or events. The position reports to the Ambassador's OMS and is reviewed by the Ambassador, though almost all tasking and guidance comes directly from the Ambassador.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641161 or 222 641284.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION:** University Degree, equivalent of BA or BS in English, Modern Languages, Political Science, International Relations, Law, or Business Administration is required.
2. **REQUIRED WORK EXPERIENCE:** Three -five years progressively responsible experience in office management and professional translation. Min one year of supervisory experience is required. Minimum 2 years experience in translation Portuguese – English -Portuguese. Previous protocol experience with International organization is favorable.
3. **REQUIRED LANGUAGES:** Level IV speaking, writing, reading English and Portuguese are required.
4. **REQUIRED JOB KNOWLEDGE:** A thorough, detailed knowledge of Angolan and U.S. protocol is required; knowledge of influential figures, in-depth understanding of provincial figures and political structures is required. Also required: well-developed personal relationships with staff of key decision makers within Angolan government and civil society; a qualified understanding of US policy and goals in Angola; a bilingual knowledge of a wide-range of diplomatic, professional, and technical jargon, a knowledge of Angolan history and culture; and a general understanding of US politics, economics, and history. Must have a good working knowledge of office procedures and correspondence standards.
5. **REQUIRED TECHNICAL KNOWLEDGE:** Ability to manage highly organized and up-to-date database of GRA organizations and key officers is required. Good judgment and tact are required as position presents key issues of protocol to high level USG and Angolan individuals. Ability to develop and maintain an extensive range of contacts across a broad range of entities including the host government, political parties, and civil society is required. Ability to manage CMR staff, as well as caterers and other groups contracted for representational events. Ability to manage money and personnel under tight time deadlines. Ability to organize and execute complex representational events under tight time deadlines. Ability to organize and manage events under extremely limited deadlines, often with complicated details, while at the same time keeping key players informed of the overall status of the event. Ability to translate complicated, technical, and nuanced documents under tight deadlines. Intermediate and advanced knowledge of Word Processing and Access or similar databases.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must go through background investigations.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Administrative Officer  
American Embassy Luanda  
Attention: Maureen Yates  
Av Presidente Houari Boumediene, No. 32, Luanda

## **POINT OF CONTACT**

Human Resources Office  
Attention: Olga Campos  
Telephone: 222641161  
FAX: 222641232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an

American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: MARCH 23, 2012**

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Allen Nicholas  
Acting Management Officer